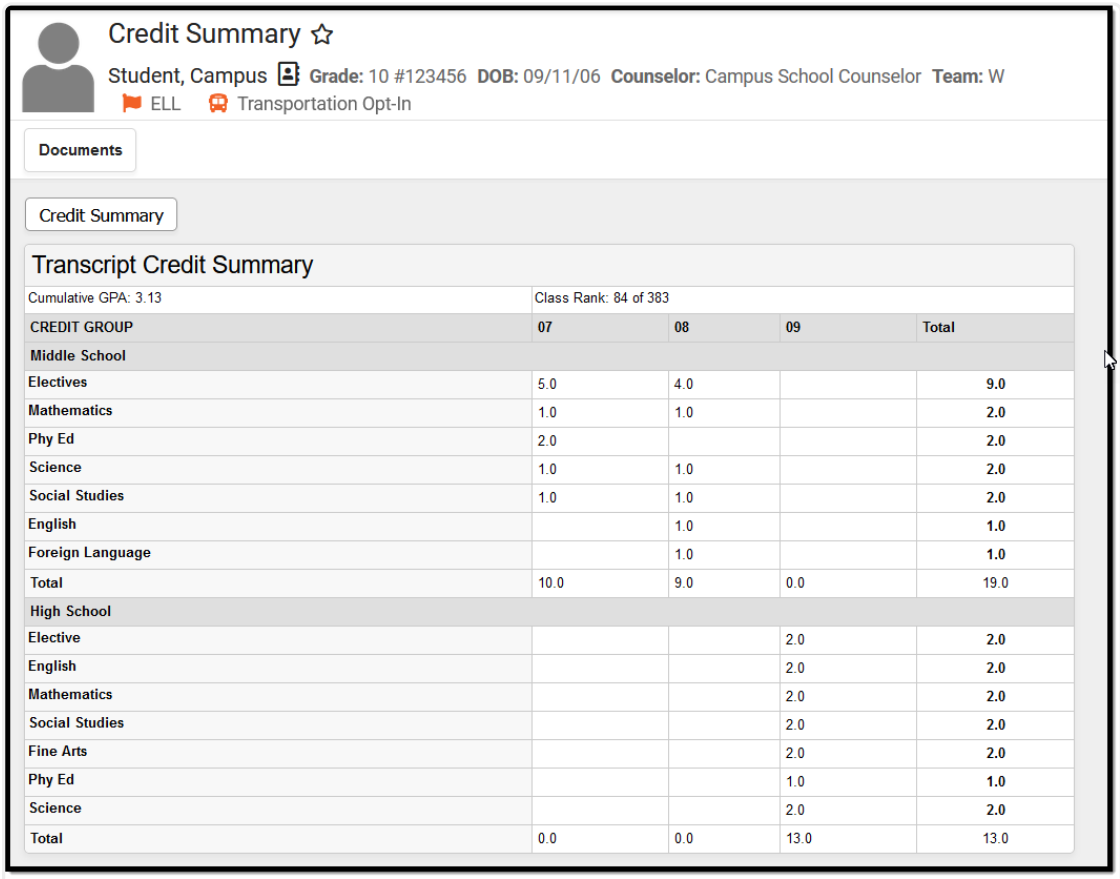
Credit Summary

Last Modified on 08/12/2026 9:08 am CDT

Tool Search: Credit Summary

The Credit Summary tool displays the total number of credits listed on the student's transcript based on the credit defined by the school. Student GPA information is also displayed. For more information on GPAs, see the GPA Calculations in Campus article.



Credit Summary Tool

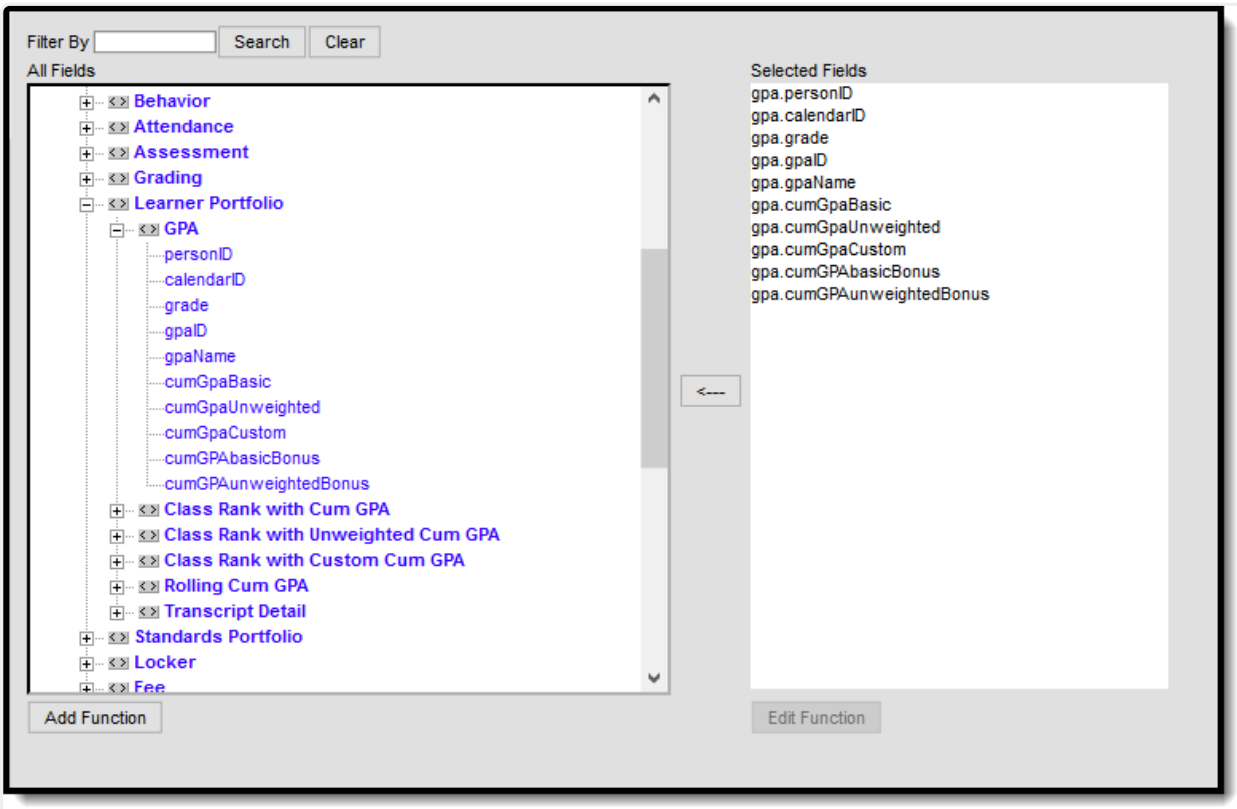
See the Credit Summary Tool Rights article for information about tool rights needed to use this tool.

Credit Summary Information in Ad hoc Query Wizard

Credit Summary information is available in the Query Wizard for **Student** Data Type filters in the following folders for **Student > Learner Portfolio**:

- GPA
- Class Rank with Cumulative GPA
- Class Rank with Unweighted Cumulative GPA
- Class Rank with Custom Cumulative GPA
- Rolling Cumulative GPA

Fields available on the Course tool are noted in the Course Information section below.

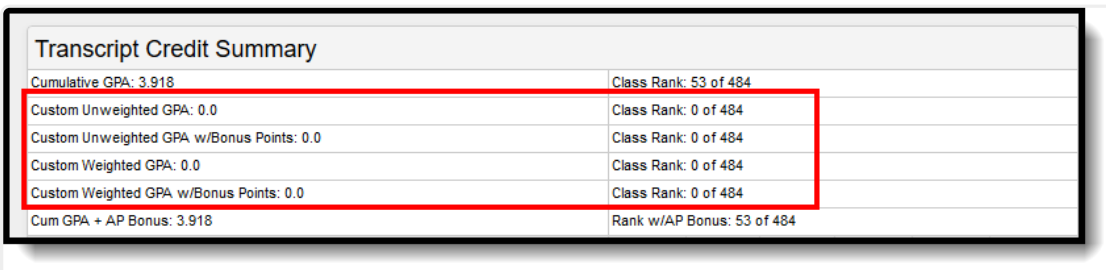


Credit Summary Ad hoc Fields

GPA Information

The student's GPA and class rank are displayed at the top of the Credit Summary. When the student's calendar of enrollment is associated with Custom GPA calculations, these calculations are displayed below the Cumulative GPA calculation.

See the GPA Calculations in Campus for more information.

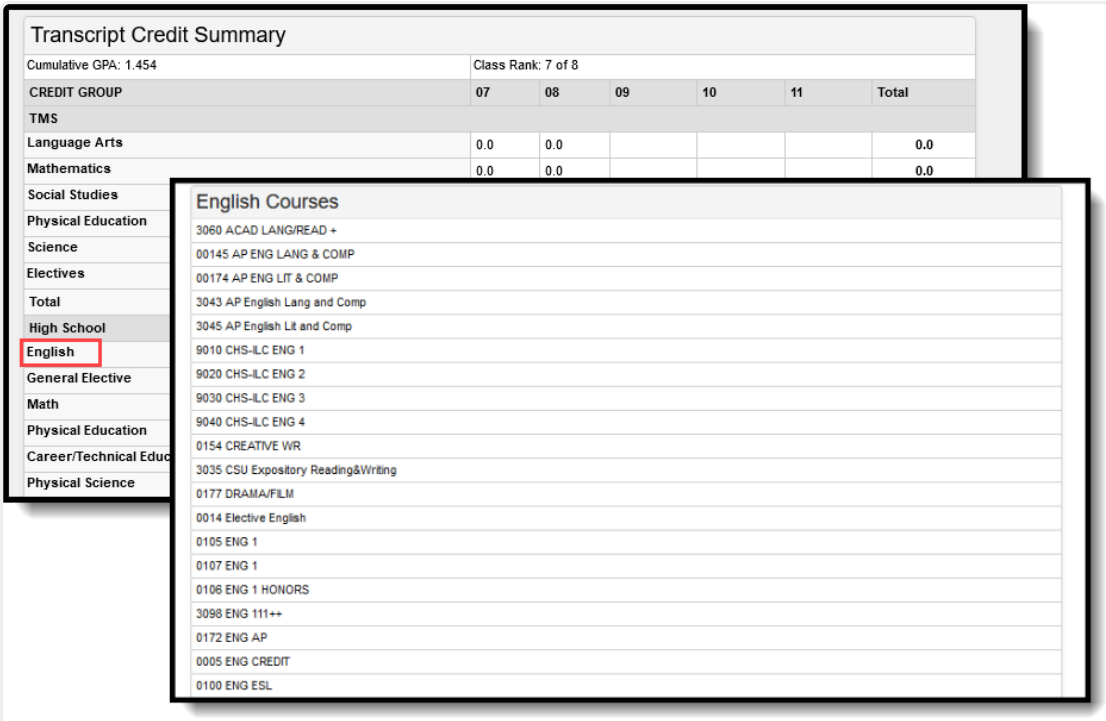


Custom GPA Calculation Display

Courses in a Selected Credit Group

Users can view all courses within a credit group by selecting a credit group on the left side of the screen.

Once a credit group is selected, a list of all courses within the calendar is displayed. This feature is useful when identifying other courses a student may take to fulfill credits within the specific credit group. To return to the previous screen, select the Credit Summary tool.

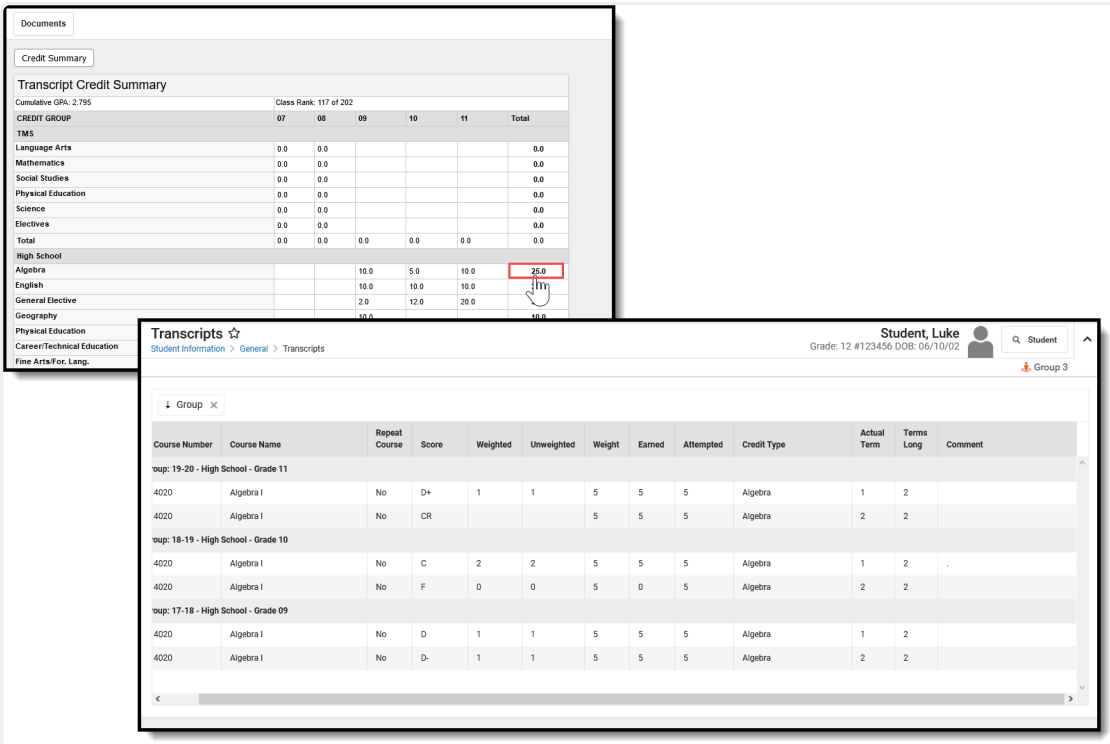


View Credit Group Courses

Credit Group Totals

To view a list of all courses the student has taken within a specific credit group, select a **Total** on the right-hand side of the editor. A detailed screen describing course and credit information is displayed, which looks very similar to the student's Transcript but only shows courses from the selected credit group.

To return to the previous screen, select the Credit Summary tool from the Index or search for the tool.

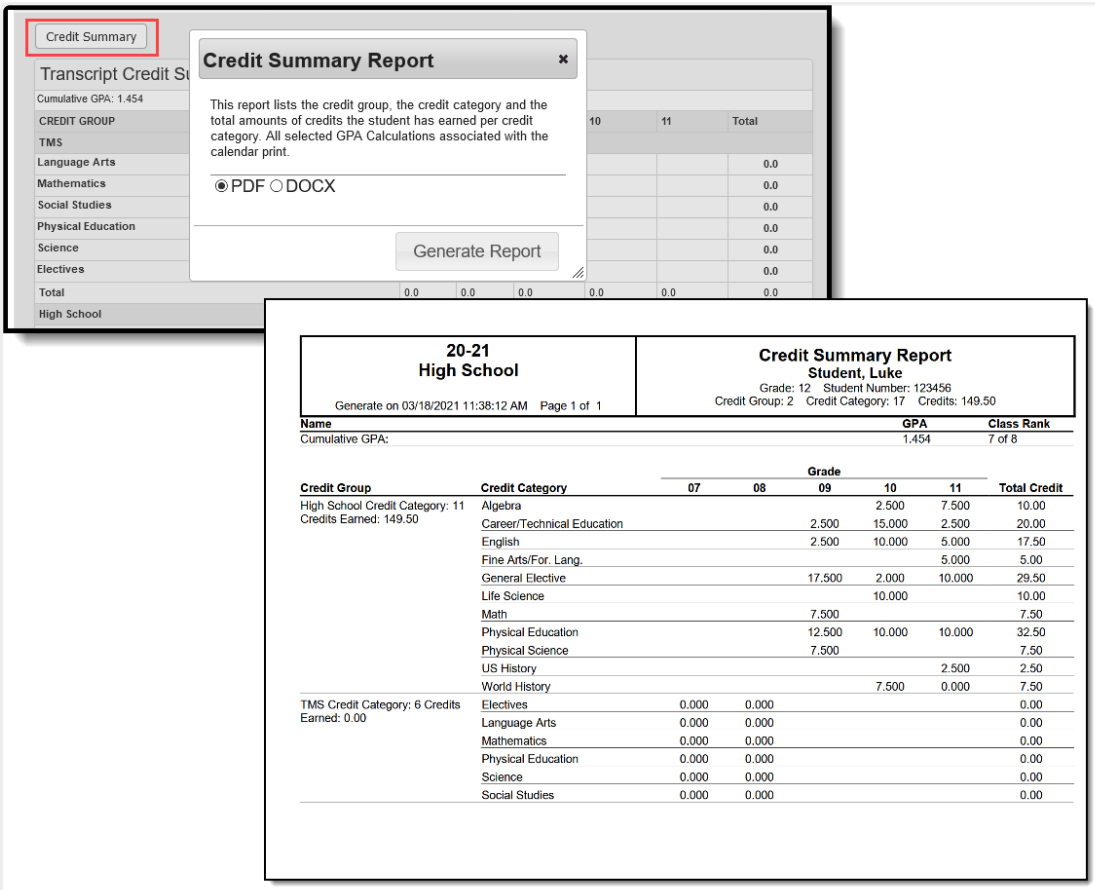


Credit Summary Group Totals, Transcript View

Print Credit Summary Information

To print a student's Credit Summary report, click the **Credit Summary** print icon. The report lists the credit group, the credit category, and the total number of credits the student has earned per credit category.

The report is generated in either PDF or DOCX format.

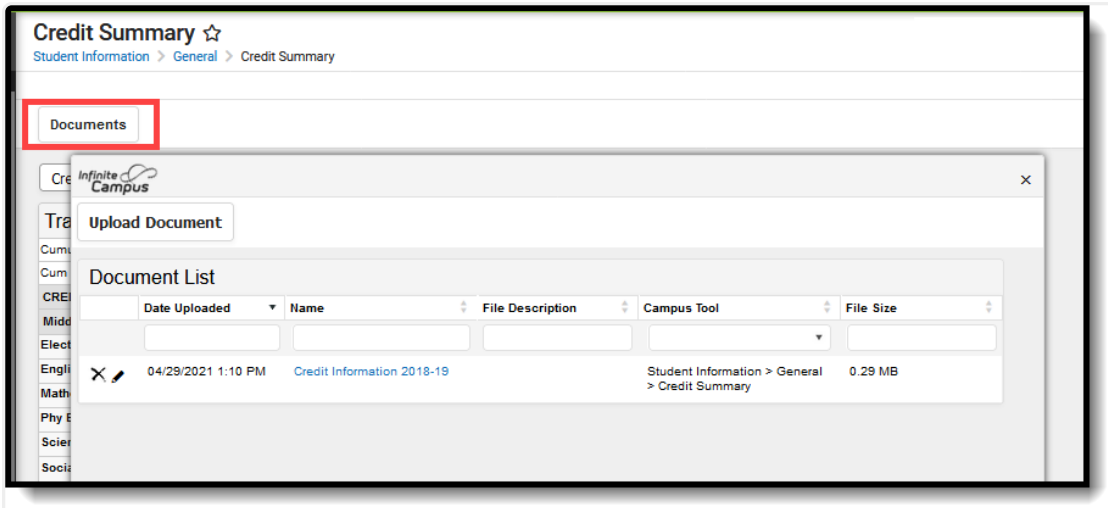


Credit Summary Print Options

The Student Credits Report can be used to view the total credits a student has earned by grade level for multiple students. It does NOT include the Credit Category.

Documents

To view documents, click the **Documents** button on the action bar. For more information, see the Student Person Documents article.



Credit Summary Documents